



BOARD OF COMMISSIONERS' MINUTES

Tuesday, October 24, 2017, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was called to order at 10:01 AM on October 24, 2017 by Chair of the Board Michael Pipe.

II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Michael Pipe, Chair; Commissioner Mark Higgins, Vice-Chair; Commissioner Steven G. Dershem; Administrator, Margaret Gray; Deputy Administrator, Natalie Corman; and Executive Secretary, Natalie Bird.

III. PUBLIC COMMENT

Representatives from the news media included Emma Gosalvez, Gary Sinderson, and Sarah Rafacz.

County Personnel present included Kendra Miknis, Jayme Narehood, Scott Sayers, Dale Neff, and Matt Milliron.

CNET staff were present.

IV. MEETING MINUTES

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board unanimously approved the minutes from the Board of Commissioners' meeting held Tuesday, October 17, 2017.

V. ACTION ITEM(S)

- A. Commissioner Higgins reported that the check of the week was for the First Time Home Buyer Program in the amount of \$10,000. Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board unanimously approved the check run in the amount of \$1,731,336.63 dated October 20, 2017.
- B. ABC Appointments - The citizens listed in the table below have offered their time and energy to serve on the indicated board/authority. Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board unanimously approved the following re-appointments.

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ABC	Name	Action	Term
Drug & Alcohol Planning Council	Linda Meek	Re-Appointment	1/1/2018 – 12/31/2020
Planning Commission	Richard Francke	Re-Appointment	1/1/2018 – 12/31/2021
Industrial Development Authority	Jens Thorsen	Re-Appointment	12/10/2017 - 12/31/2022

- C. Coroner – Scott Sayers requested that the Board reviews a contract with Forensic Pathology Associates of Allentown, PA to complete autopsies when the local pathologist is unavailable. The contract total is estimated at \$1,900 for the period of January 1, 2018 through December 31, 2018. Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to move this item to next week's Consent Agenda - Dept. 212.
- D. Prothonotary – Margaret Gray discussed a contract with RBA Professional Data Systems, Inc. to provide document imaging services to digitize docket books dating from 1800-1994. Phase I of the project will be completed by January 6, 2018 at a cost of \$61,425, which is to be funded by the Records Improvement Fund. The contract total is \$242,433.00 for the completion of 366 docket books. Margaret said this item will be presented to the Board for consideration once the contract language is finalized – Dept. 223.
- E. Emergency Communications – Dale Neff requested that the Board reviews the following items:
- i. Lease agreement renewal with Way Family Farm Limited Partnership. This lease agreement is for the Port Matilda tower site and is for a term of twenty (20) years the period of October 21, 2017 through October 20, 2037 at a starting rate of \$4,000 per year with a yearly escalator of 2% beginning in year two – Dept. 354.
 - ii. Lease agreement renewal with Pine Glen Volunteer Fire Company. This lease agreement is for the Pine Glen tower site and is for a term of twenty (20) years the period of October 21, 2017 through October 20, 2037 at a starting rate of \$2,000 per year with a yearly escalator of 2% starting in year two – Dept. 354.
- Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to move items i-ii to next week's Consent Agenda.
- F. Court Administration – Kendra Miknis requested the Board reviews the following items:
- i. Contract renewal with Stenograph for the writer protection plans, which includes a loner, as needed by four (4) of the Court's court reporters. This plan provides protection to the court reporters machines that are utilized during court hearings. The contract total is \$1,576 for the period for September 19, 2017 through September 18, 2018 – Dept. 271.

- ii. Contract renewal with Timothy and Korena Defuria to provide cleaning services at the Bellefonte Magisterial District Office. The contract total is \$5,720 for the period of January 1, 2018 through December 31, 2018 - Dept. 253.

Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to move items i-ii to next week's Consent Agenda.

- G. MH/ID & EI – Natalie Corman requested that the Board reviews a contract with Twin Lakes Center to provide drug and alcohol services including non-hospital detoxification and non-hospital inpatient rehabilitation. The contract total is estimated at \$5,000 for the period of July 1, 2017 through June 30, 2018. Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to move this item to next week's Consent Agenda – Dept. 562.

H. Planning

- i. Matt Milliron requested that the Board approves submission of an Activities Report for Community Development Block Grants (CDBG) to the Pennsylvania Department of Community and Economic Development (DCED). Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board unanimously approved submission of the Activities Report – Dept. 151.
- ii. Matt Milliron requested that the Board reviews the submission of an application to the PA Department of Environmental Protection (DEP) for the 2018 Mosquito Disease Control Grant in the amount of \$43,563 for the period January 1, 2018 through December 31, 2018 – Dept. 151.
- iii. Memorandum of Understanding (MOU) for the final land development plan – Hawks Landing Apartments; CCPCDO File No. 107-17. This proposal constitutes a final plan submission showing the development of six (6) residential duplexes (consisting of a total of 12 individual units), a storage building as well as corresponding infrastructure to service the proposed land development activity. Located at the intersection of Glenn Street (T-950) and School Street with the development located primarily and Howard Township and also partially in Howard Borough. This MOU is for the segment of the proposal located in Howard Borough – Dept. 151.

Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to move item ii-iii to next week's Consent Agenda.

VI. CONSENT AGENDA

Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board unanimously approved Consent Agenda items A-B.

- A. Emergency Communications – Request that the Board approves the following items:
 - i. A contract with Mission Critical Partners (MCP) for consulting services for Radio System Lifecycle Planning. This proposal includes scope of work for system lifecycle support as identified by the County to support the upcoming radio system software upgrade. MCP proposes to develop options for the County, validate all proposed costs and identify any

risks moving forward. During the planning of the software upgrade MCP will be a vendor neutral advocate for the County to enhance their system without unnecessary vendor add-ons. The contract total is \$20,000 for the period of October 24, 2017 through June 24, 2018 – Dept. 354

- ii. A contract with iconective to provide ELEM (Enhanced Law Enforcement Platform) services to Centre County 9-1-1. The contract total is \$1,500 annually for the period beginning March 5, 2018 through March 4, 2019 – Dept. 354.
- iii. An agreement with Centre Communications to provide multi-purpose IP (Internet Protocol) connection services to Centre County Government on private microwave equipment that is owned and maintained by Centre Communications, Inc. This agreement is for the period of October 24, 2017 through October 23, 2022 the cost will be \$8,400 for year one with a 3% yearly increase for years two through five – Dept. 354.

B. Planning – Request that the Board approves the following items:

- i. A Memorandum of Understanding (MOU) for the final land development plan – Hawks Landing Apartments; CCPCDO File No. 107-17. This proposal constitutes a final plan submission showing the development of six (6) residential duplexes consisting of a total of 12 individual units, a storage building as well as corresponding infrastructure to service the proposed land development activity. Located at the intersection of Glenn Street (T-950) and School Street with the development located primarily in Howard Township and partially in Howard Borough. This MOU is for the segment of the proposal located in Howard Township – Dept. 151. – Dept. 151.
- ii. A Memorandum of Understanding (MOU) for the preliminary land development plan – Powder Woodward PA LLC – Phase VIII; CCPCDO File No. 158-17. This proposal constitutes preliminary plan submission showing the development of eighteen (18) buildings (consisting of two camp activity buildings; six camper buildings and ten cabins), as well as corresponding infrastructure to service the proposed land development activity which is located at Camp Woodward approximately ¼ west of Woodward along Penns Valley Road (State Route 0045) in Haines Township – Dept. 151.

VII. DISCUSSION ITEMS

VIII. RECOGNITIONS

IX. C-NET REQUESTS

- A. Sponsorship for the taping of the Hometown Hero Banner Program on November 11, 2017 at 11:00 AM on the Courthouse Lawn.
- B. Sponsorship for the taping of the Ron and Mary Maxwell Community Spelling Bee on April 11, 2018 at 6:00 PM at the Foxdale Village Auditorium in State College.

Following a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board unanimously approved CNET requests A-B.

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X. REPORTS – ANNOUNCEMENTS

- A. Commissioner Dershem reported there are 107,844 registered voters in Centre County. The featured precinct of the week is #67 Patton South #2 with 1840 registered voters. In the Municipal Primary, they had 190 ballots cast with a 10.33% voter turnout.
- B. Announcements
 - i. Commissioner Higgins announced the Centre County Economic Assessment Town Hall will be held on Wednesday, October 25 at 7:00 PM on the third floor of the Courthouse Annex. Please use the High Street Entrance.
 - ii. Commissioner Dershem announced that the Liberty Swing in Governor's Park opened this past weekend, thanks to the hard work of the community and the Fleck family.
 - iii. Margaret Gray announced that the Allegheny Street entrance to the Courthouse Annex will be closed effective noon on October 25 and all entry will be through the High Street entrance.
 - iv. Commissioner Pipe announced the Centre County Board of Assessment Appeals will meet today, October 24 in Room 146 of the Willowbank Building at 1:00 PM to hear 2018 formal real estate appeals.

- XI. Margaret Gray announced that the Board would meet in executive session following this meeting.

XII. PUBLIC MEETING SCHEDULE

Tuesday, October 24, 2017

BOC Meeting – 10:00 AM – Room 146WB

Thursday, October 26, 2017

Finance Committee – 9:00 AM – Room 146WB

BOC/Salary Board – 10:00 AM – Room 146WB AS NEEDED

Retirement Board – 11:00 AM – Room 146WB

Tuesday, October 31, 2017

BOC Meeting – 10:00 AM – Room 146WB

Thursday, November 2, 2017

BOC/Salary Board – 10:00 AM – Room 146WB AS NEEDED

Retirement Board – 11:00 AM – Room 146WB

XIII. ELECTION ANNOUNCEMENTS

Tuesday, October 31, 2017

Last day to apply for a civilian absentee ballot.

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Friday, November 3, 2017

Last day for County Board of Elections to receive voted civilian absentee ballots.

Tuesday, November 7, 2017

MUNICIPAL ELECTION

XIV. QUESTIONS FROM THE PRESS

- XV. The meeting moved into executive session at 10:28 AM following a motion made by Commissioner Higgins, seconded by Commissioner Dershem, and unanimously approved by the Board. Executive session was adjourned at 11:36 AM.

ATTEST:

Margaret N. Gray
Administrator